

Instructions for Required Reports

*This Guidebook Must be Followed as Part of the Uniform System of Financial Records
- Section X -D*



Arizona Department of Education
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INTRODUCTION

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The purpose of this manual is to provide guidance to all district and charters throughout the State of Arizona on the rules and regulations they must follow in reporting information to the School Finance Unit of the Arizona Department of Education (ADE). The scope is to cover information and processes relevant to reporting data to the School Finance Unit that impact state funding. References to statutes are provided frequently but all who submit information should endeavor to become knowledgeable of the laws that districts and charters are bound to observe. As legislative or system changes occur, the School Finance Unit will update this document, which contains instructions and background information on aspects of data collection for use by ADE.

With the approval of Proposition 301 in November 2000, effective July 1, 2001, ADE developed the Student Accountability Information System (SAIS). It replaced a data submission process in which school districts and charter holders submitted data to ADE in summary form. With SAIS, we receive and maintain detailed student data. The information collected by SAIS brings greater accountability and efficiency to school funding and reporting in Arizona.

The focus of SAIS is to collect, as events occur, student-level data: individual student records reflecting specific events in the students' relationship with the school (e.g., enrollment, absence, and withdrawal). Certain events, which affect a student's status, require the related school entity to submit transactions to SAIS. The district and charters submit such data via secure Internet at www.ade.az.gov/commonlogon.

ADE aggregates the data from the districts and charters and places it in a database. The Student Counts process manipulates the data in the database tables used to determine appropriate state-level funding for the districts and charters.

However, due to the nature of some of the information collected, certain Student Counts data collection subsystems will operate as they functioned before July 2001.

Other units within the ADE require that district and charters submit information. SAIS and various on-line applications collect data that is required by the federal government; however, because the information does not affect state funding, information on those processes is not included in this manual. Those units include, but are not limited to, Academic Achievement, Exceptional Student Services and Research and Evaluation and their reports may include Graduation Rate Study, Year End Enrollment, ESS Census Verification, the Annual Special Education Data Collection, and Title III ELL Data Collection.

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DEFINITIONS AND STATUTES

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School Year

Each governing board of a school district must maintain the schools established by it for the attendance of each pupil for a period of not less than 180 school days. [Arizona Revised Statutes (A.R.S.) § 15-341(01)]

A.R.S. § 15-902(02) provides an option for school districts to offer 200 days of instruction per year or its equivalent, as authorized by the Superintendent of Public Instruction, to operate on a year-round school operation, to offer an educational program on the basis of a four day school week with 144 days of instruction or for preschool or an alternative kindergarten program on the basis of a three day school week with 108 days of instruction. [A.R.S. § 15-341(A)(2)]

Except as may be otherwise authorized by the superintendent of public instruction to accommodate a year-round school operation, an educational program offered on the basis of a four day school week or an alternative kindergarten program offered on the basis of a three day school week, the school year shall begin July 1 and end June 30 and a school month is twenty school days or four weeks of five days each. [A.R.S. § 15-801(A)]

The fiscal year is defined as beginning on July 1 and ending on June 30. [A.R.S. § 15-101(10)]

School Instruction

Every child between the ages of six and sixteen years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science. The person who has custody of the child shall choose a public, private as defined in A.R.S. § 15-802(F)(2), charter or home school as defined in A.R.S. § 15-802(F)(1) to provide instruction.

Students shall demonstrate competency, as defined by the State Board-adopted Essential Skills, at the grade levels specified in the following required subject areas. District instructional programs shall include an ongoing assessment of student progress toward meeting the competency requirements. Language Arts, Literature, Mathematics, Science, Social Studies, Music, Visual Arts, Health/Physical Education, and Foreign or Native American Language (includes modern and classical). Additional subjects may be offered by the local governing board as options and may include, but are not limited to: Performing Arts and Practical Arts. Arizona Administrative Code (A.A.C.) 7-R7-2-301.

1 **Residence and Legal Custody**

2
3 The residence of the person having legal custody of a student is considered the
4 residence of the student, except for certain homeless children [A.R.S. § 15-824(C)] and
5 some students with Certificates of Educational Convenience [A.R.S. § 15-825(B)].

6 Legal custody means:

- 7
8 • Custody exercised by the natural or adoptive parents with whom a student
9 resides.
10
11 • Custody granted by order of a court of competent jurisdiction to a person or
12 persons with whom a student resides unless the primary purpose for which custody
13 was requested was to circumvent the payment of tuition.
14

15 A "parent" means the natural or adoptive parent or a person who has custody of a
16 child. "Person who has custody" means a parent or legal guardian of a child, a person
17 to whom custody of the child has been given by order of a court, or a person who
18 stands *in loco parentis* to the child. [A.R.S. § 15-101(14)(15)]
19

20 An individual who has reached the age of 18 is considered an adult for purposes of
21 determining residency. The statutes do not require that residency be established for a
22 specified length of time for purposes of attending school [Attorney General Opinion
23 73-10(C)]. If a student is between the ages of 18 and 22, resides in the district, and is
24 identified as a child with a disability [A.R.S. § 15-761(2)] and has not completed the
25 highest grade taught in the district, the student may attend school in the district
26 without payment of tuition.
27

28 **Admission of Students**

- 29
30 A. Unless otherwise provided by article 1.1 of chapter 8 or by any other law, all
31 schools shall admit children between the ages of six and twenty-one years who
32 reside in the school district and who meet the requirements for enrollment in
33 one of the grades or programs offered in the school. [A.R.S. § 15-821(A)]
34
35 B. If a preschool program for children with disabilities is maintained, a child is
36 eligible for admission as prescribed in A.R.S. § 15-771. [A.R.S. § 15-821(B)]
37

- 1 C. If a kindergarten program is maintained, a child is eligible for admission to
2 kindergarten if the child is five years of age. A child is deemed five years of
3 age if the child reaches the age of five before September 1 of the current
4 school year. A child is eligible for admission to first grade if the child is six
5 years of age. A child is deemed six years of age if the child reaches the age of
6 six before September 1 of the current school year. The governing board may
7 admit children who have not reached the required age as prescribed by this
8 subsection if it is determined to be in the best interest of the children. For
9 children entering the first grade, such determination shall be based upon one
10 or more consultations with the parent, parents, guardian or guardians, the
11 children, the teacher and the school principal. Such children must reach the
12 required age of five for kindergarten and six for first grade by January 1 of the
13 current school year. [A.R.S. § 15-821(C)]
14
- 15 D. Notwithstanding any other law, a child who resides with a family member other
16 than the child's parent and is residing with the family member while awaiting
17 the outcome of a legal guardianship or custody proceeding is deemed to reside
18 in the school district where that family member resides if the family member
19 provides written documentary proof of one of the following [A.R.S. § 15-
20 821(D)]:
21
 - 22 1. The family member is attempting to obtain legal guardianship of the
23 child in an unresolved and uncontested guardianship proceeding
24 commenced in Superior Court. The family member shall provide
25 documentation to the school district within thirty days of enrollment that
26 the family member is attempting to obtain legal guardianship of the child.
27 Upon obtaining legal guardianship, the family member shall provide
28 documentation to the school district.
29
 - 30 2. The family member is attempting to obtain custody of the child in an
31 unresolved and uncontested child custody proceeding commenced in
32 Superior Court. The family member shall provide documentation to the
33 school district within thirty days of enrollment that the family member is
34 attempting to obtain custody of the child. Upon obtaining custody, the
35 family member shall provide documentation to the school district.
36
- 37 E. A school district shall not deny a pupil who is between the ages of sixteen and
38 twenty-one year's admission to a high school because the pupil does not hold
39 an eighth grade certificate. Governing boards shall establish procedures for
40 determining the admissibility of pupils who are under sixteen years of age and
41 who do not hold eighth grade certificates. [A.R.S. § 15-701(H)]
- 42 F. The governing board of a school district shall admit pupils from another school
43 district or area upon presentation of a certificate of educational convenience
44 issued by the county school superintendent pursuant to A.R.S. § 15-825.
45

- 1 G. The governing board of a school district shall admit up to 350 pupils from
2 another school district or area pursuant to A.R.S. § 15-824(A)(2), to a high
3 school without presentation of a CEC, if the pupil is a resident of a common
4 school district within the state which is not within a high school district and
5 which does not offer instruction in the pupil's grade. The limitation does not
6 apply to small isolated common school districts, as defined in A.R.S. § 15-901.
7 The common school district shall be reported as the district of residence for
8 the purposes of determining average daily membership used in calculating
9 state aid (A.R.S. § 15-824(A)(2)). Tuition shall be charged by the high school of
10 attendance to the common school district [A.R.S. § 15-824(E)].
11
- 12 H. The governing board shall admit children of nonresident teaching and research
13 faculty of community college districts and state universities and children of
14 nonresident graduate or undergraduate students of community college
15 districts and state universities whose parent's presence at the district or
16 university is of international, national, state or local benefit without payment
17 of tuition. [A.R.S. § 15-823(B)]
18
- 19 I. The governing board shall admit children who are residents of the United
20 States but are nonresidents of this state without payment of tuition if
21 evidence indicates that the child's physical, mental, moral or emotional health
22 is best served by placement with a grandparent, brother, sister, stepbrother,
23 stepsister, aunt or uncle who is a resident within the school district, unless the
24 governing board determines that the placement is solely for the purpose of
25 obtaining an education in this state without payment of tuition. [A.R.S. § 15-
26 823(C)], (Attorney General Opinion I87-005)
27

28 The district MAY also admit:

- 29
- 30 1. Children of nonresidents of the State, upon payment of a reasonable tuition fixed
31 by the governing board. [A.R.S. § 15-823(A)]
32
- 33 2. Nonresident foreign students who are in exchange programs without payment of
34 tuition. [A.R.S. § 15-823(D)]
35
- 36 3. Certain homeless or abandoned children. [A.R.S. § 15-823(E)]
37
- 38 4. School districts may refuse to admit pupils who have been expelled from another
39 educational institution or who are in the process of being expelled from another
40 educational institution. A school district may annually or upon the request of any
41 pupil or the parent or guardian review the reasons for expulsion and consider re-
42 admission. [A.R.S. § 15-841(C) and (D)]
43

1 Documentation of Withdrawal

2
3 As documentation helps to ensure uniform and comparable data across schools,
4 districts and charters are to use the form: Official Notice of Pupil Withdrawal when a
5 student withdraws during the school year. Furthermore, Arizona state law requires
6 that a properly executed withdrawal form be presented to a school if the student
7 previously attended another school within the state of Arizona. (A.R.S. § 15-827)
8

9 Please refer to the Official Notice of Pupil Withdrawal Form and Instructions available
10 at www.ade.az.gov/schoolfinance/Forms/WithdrawalForm1.doc.

11 Changes in Withdrawal Codes

12
13 The withdrawal codes should be changed retroactively during the school year if
14 additional information becomes available. Since certain withdrawal codes are used to
15 calculate dropout rates, it is to a school's advantage to reclassify student withdrawals
16 whenever possible. Please refer to the Primary Withdrawal Type section of the
17 Official Notice of Pupil Withdrawal form to select the W code that best describes the
18 reclassification. The date of the withdrawal must not be changed. Codes NOT used in
19 dropout rate calculation are:
20

- 21
- 22 (a) Transfer: other school (W1)
- 23 (b) Age (W6)
- 24 (c) Graduated (W7)
- 25 (d) Deceased (W8)
- 26 (e) Transfer: home taught (W9)
- 27 (f) Transfer: detention (W10)
- 28 (g) Completed (AIMS) (W13)
- 29

30 Determining Student Count for State Aid

31
32 For purposes of determining student count and calculating State Aid for a school, the
33 district of residence of the student will be used except for:
34

- 35 1. Students precluded by distance or transportation from attending school in the
36 district of their residence. Then the district of attendance receives the funding.
37 [A.R.S. § 15-825(A)(2)]
38
- 39 2. High School students who reside in a common school district which does not have a
40 high school or offer high school subjects or there are three hundred fifty or fewer
41 pupils in the resident district or the district is a small isolated school district.
42
- 43 3. Students for whom the Superintendent of Public Instruction is charged tuition,
44 including CEC-B students and children whose parents are employed by certain
45 State institutions. See A.R.S. § 15-824(D), 15-825(A)(1) and 15-976.
46

1 **Students Who are NOT Eligible for State Aid in Your District**

- 2
- 3 1. Tuition-in: Students from another public school district whose tuition is paid by
- 4 that district, or students whose tuition is paid by the Superintendent of Public
- 5 Instruction. [A.R.S. § 15-824(D)]
- 6
- 7 2. Privately Paid Tuition: Students attending your district whose tuition is paid by the
- 8 parent or guardian.
- 9
- 10 3. Over 21 years of age: A student who has reached the age of 22. Students may be
- 11 counted for State Aid until the day before their 22nd birthday. [A.R.S. § 15-821(A)]
- 12
- 13 4. Preschool children with disabilities who are not yet two years, nine months old or
- 14 have not been evaluated and recommended for placement, as provided in A.R.S. §
- 15 15-771(E) and (G).
- 16
- 17 5. Foreign exchange students. [A.R.S. § 15-823(D)]
- 18

19 **Certificates of Educational Convenience (Not applicable to**

20 **Charter Schools)**

21

22 **CEC-A Student:** A student precluded by distance or lack of adequate transportation

23 facilities from attending school in the school district or county of the student's

24 residence or who resides in unorganized territory may apply to the County School

25 Superintendent for a CEC. If it appears to the County School Superintendent that it is

26 not feasible for the student to attend school in the school district or county of

27 residence, the County School Superintendent will issue a certificate authorizing the

28 student to attend school in an adjoining school district or county, whether within or

29 outside of this State. If a CEC is issued, the school enrollment is as follows:

30

- 31 1. The enrollment of a student precluded by distance or lack of adequate
- 32 transportation from attending school in the district or county of residence is
- 33 deemed for the purpose of determining student count to be in the school of the
- 34 county or district of the student's residence. The student's district of residence
- 35 may be charged tuition by the district of attendance or the districts may agree
- 36 to exchange students and not charge each other tuition. [A.R.S. § 15-
- 37 825(01)(A)(1)]
- 38
- 39 2. The school enrollment of a student from an unorganized territory is deemed for
- 40 the purpose of determining student count to be in the district of actual
- 41 attendance. [A.R.S. § 15-825.(A)(2)]
- 42

43 **CEC-B Student:** The County School Superintendent of any county in which a student is

44 placed in one of the following listed facilities will issue a CEC for the student to attend

45 school in the school district or adjoining school district. [A.R.S. § 15-825(B)]

46

- 47 1. A State rehabilitation or corrective institution
- 48

- 1 2. A foster home, child care agency, or institution which is licensed and
2 supervised by the Department of Economic Security or Department of Health
3 Services
4
- 5 3. A residential facility operated or supported by the Department of Economic
6 Security or the Department of Health Services
7
- 8 4. A residence under the supervision of the Juvenile Corrections
9

10 The County School Superintendent of any county may not issue a CEC for a student
11 placed in one of the above listed facilities if the student is placed in the same district
12 of the student's parents' or legal guardians' residence or if the student is placed
13 without a court order and the student's parents or legal guardians are not residents of
14 this state. [A.R.S. § 15-825(C)]
15

16 **Open Enrollment**

17 A school district may offer an open enrollment option without charging tuition. Tuition
18 may be charged to nonresident pupils only when the tuition is authorized under A.R.S.
19 §§ 15-764(E), 15-797(C), 15-823(A), 15-824(A) or 15-825. These policies shall include
20 admission criteria, application procedures and transportation provisions. A copy of the
21 district policies for open enrollment shall be filed with the Department of Education.
22 [A.R.S. § 15-816(01)]
23

24 **Instructional Hours Requirements**

25 **Full-Time Students**

26 For common schools, a full time student is one who is at least six years of age prior to
27 January 1 of a school year; has not graduated from the highest grade taught in the
28 school; and who is regularly enrolled in a course of study required by the State Board
29 of Education. [A.R.S. § 15-901(A)(2)(i)]
30

- 31 • **First, second and third grade** students or ungraded group B students with
32 disabilities who are at least five, but under six, years of age by September 1
33 must be enrolled in an instructional program that meets at least 712 hours.
34
- 35 • **Fourth, fifth and sixth grade** students must be enrolled in an instructional
36 program that meets for a total of at least 890 hours.
37
- 38 • **Seventh and eighth grade** students must be enrolled in an instructional
39 program that meets for at least 1068 hours.
40

- **For ninth, tenth, eleventh and twelfth grade**, a full time student is one who has not graduated from the highest grade taught in the school district, and enrolled in at least a full-time instructional program of subjects that count toward graduation as defined by the State Board of Education in a recognized high school. A full-time student may not be counted more than once for computation of average daily membership. [A.R.S. § 15-901(A)(2)(b)(ii)] To be a full-time student, the student must be enrolled in and attending a full instructional program of 720 hours.

For grades 9-12, a full-time instructional program is one that meets at least a total of 720 hours during the minimum number of days required and includes at least four subjects each of which, if taught each school day for the minimum number of days required in a school year, would meet a minimum of 123 hours a year, or the equivalent, or one or more subjects taught in amounts of time totaling as least 20 hours per week prorated for any week with fewer than five school days. Calendars based on a four day instructional week require 20 hours prorated for any week with fewer than 4 days.

Lunch periods and recess periods may not be included as part of the instructional hours unless the student is a child with a disability and the child's individual education program requires instruction during those periods and the specific reasons for such instruction are fully documented [A.R.S. § 15-901(A)(2)(b)(i)]. Only actual instructional time scheduled for each instructional day may be counted towards the annual instructional time requirements pursuant to A.R.S. § 15-901.

Fractional Students

- **Preschool** A preschool child is one who is enrolled in a program for preschool children with disabilities of at least 360 minutes each week. This program must meet at least 3 days per week for each child.
 - Report all preschool students at 1.0 FTE
 - In computing the average daily membership for preschool children with disabilities, ADE will count each preschool student as one-half of a full-time student.
- **Kindergarten** A kindergarten student must be at least five years of age prior to September 1. If it is in the best interest of the child after consultations with parent, guardians and the principal, the school may admit the child if the child will turn 5 by January 1 of the current school year. A school kindergarten program must meet at least 356 hours during the 180 days required.
 - Report .5 FTE for students participating in KG programs that operate for at least 356 but less than 712 hours.
 - Report 1.0 FTE for students participating in KG programs that operate for at least 712 hours.
 - In computing the average daily membership, ADE will limit kindergarten students as one-half of a full-time student.

- 1 • **Grades 1 - 8** For grades 1 through 8, a fractional student is a student enrolled
2 for less than the total time for a full-time student. A part-time common school
3 student may be enrolled in an instructional program that is at least one-fourth,
4 one-half or three-fourths of the time a full-time student is enrolled. [A.R.S. §
5 15-901(A)(2)(a)(i)]
6
- 7 • **Grades 9-12** For grades 9 through 12, a part-time student is enrolled in less
8 than four subjects that count toward graduation as defined by the State Board
9 of Education in a recognized high school and is taught in less than twenty
10 instructional hours per week prorated for any week with fewer than five school
11 days. A part-time student in grades 9-12 shall be counted as one-fourth, one-
12 half or three-fourths of full-time student if the student is enrolled in an
13 instructional program that is at least one-fourth, one-half or three-fourths of a
14 full time instructional program. [A.R.S. § 15-901(A)(2)(a)(ii)]
15

16 Homebound or Hospitalized Students

17
18 A homebound or hospitalized student is one who is capable of profiting from academic
19 instruction but is unable to attend school due to illness, disease, accident, or other
20 health conditions, who has been examined by a competent medical doctor and is
21 certified by that doctor as being unable to attend regular classes for a period of not
22 less than three school months.
23

24 A chronically ill student is one who is capable of profiting from academic instruction
25 but, is unable to attend school regularly due to chronic or acute health problems, and
26 who has been examined by a competent medical doctor and who is certified by that
27 doctor as being unable to attend regular classes for intermittent periods of time
28 totaling three school months during a school year. The medical certification shall
29 state the general medical condition, such as illness, disease or chronic health
30 condition that is the reason that the student is unable to attend school.
31

32 Homebound or hospitalized categories can include students who are unable to attend
33 school for a period of less than three months due to a pregnancy if a competent
34 medical doctor, after an examination, certifies that the student is unable to attend
35 regular classes due to risk to the pregnancy or to the student's health. [A.R.S. §
36 15-901(B)(13)]
37

38 A school month is twenty school days or four weeks of five days each. [A.R.S. § 15-
39 801(A)]
40

41 Districts and Charters Calendars

42
43 Each district or charter is required to establish at least one calendar for the district or
44 charter by August 31 of the school year. The calendar must be approved and active
45 before any student detail information can be submitted to ADE. The calendar must
46 observe the four defined holidays (July 4th, Veterans' Day, December 25th and
47 Thanksgiving Day) and comply with statutes on the number of instructional days and
48 instructional hours. [A.R.S. § 15-901(A)(2)]
49

1 **Membership and Average Daily Membership**

2
3 Average daily membership (ADM) means the total enrollment of fractional and full-
4 time students, minus withdrawals, of each school day through the first 100 days in
5 session for the current year.

6
7 The membership of a part-time common school student (grades 1-8) shall be counted
8 as one-fourth, one-half or three-fourths if the student is enrolled in an instructional
9 program that is at least one-fourth, one-half or three-fourths of the time a full-time
10 student is enrolled.

11
12 Kindergarten through grade 8, including ungraded elementary, must be enrolled in a
13 program that meets for at least the minimum hours a year specified in A.R.S. § 15-
14 901(A)(2) to be included in a school's ADM.

15
16 For grades 9-12, a full-time instructional program is one that meets at least a total of
17 720 hours during the minimum number of days required and includes at least four
18 subjects each of which, if taught each school day for the minimum number of days
19 required in a school year, would meet a minimum of 123 hours a year, or the
20 equivalent, or one or more subjects taught in amounts of time totaling at least 20
21 hours per week prorated for any week with fewer than five school days. Calendars
22 based on a four day instructional week require 20 hours prorated for any week with
23 fewer than 4 days.

24
25 To remain in compliance with Arizona Statutes, schools who offer block scheduling
26 must provide a minimum of 123 hours of instruction a year per subject and offer full-
27 time instruction totaling at least 720 hours. Students who receive fewer than 720
28 hours for the year should be reported at part-time.

29
30 Each part-time student in grades 9-12 will be counted in the proportion that the
31 number of courses in which the student is enrolled. [A.R.S. § 15-901(A)(2)] The
32 membership of a part-time student in grades 9-12 enrolled in less than four subjects or
33 blocks of instructional time totaling less than twenty hours per week should be
34 prorated.

35 **Enrollment Date (Membership Start Date)**

36
37 For the purposes of determining Average Daily Membership (ADM) for a given school
38 year at a given public school pursuant to A.R.S. § 15-901(A)(2), the first day of
39 membership for continuing or pre-enrolled students, shall be defined as either the
40 first day a student physically attends school or the first day that classroom instruction
41 is offered, provided that such students physically attend school within the first ten
42 school days. For all other students, the first day of membership shall be defined as the
43 first day a student physically attends school. The definition of the first member day
44 shall be applied consistently throughout the district or charter holder. (School Finance
45 Policy SF-1)

46 www.ade.az.gov/schoolfinance/FAQs/PoliciesProcedures/FirstDayAbsence.pdf

1 **Note:** Continuing students who do not attend school during the first ten days school is
2 in session are subject to summer withdrawal.

3
4 Continuing students - students enrolled in the same school on the last day of the
5 preceding school year.

6
7 Pre-enrolled students - students who are not continuing but who have registered prior
8 to the first day of classroom instruction.

9
10 **Withdrawal Date (Membership End Date)**

11
12 The effective date of withdrawal is the last day of actual attendance of the student.
13 [A.R.S. § 15-901(A)(2)] Withdrawals include students formally withdrawn from school
14 and students absent for ten consecutive school days except for excused absences.
15 Students who are in membership on the last scheduled day of school are not subject to
16 withdrawal.

17
18 Some of the computerized attendance systems require the date of withdrawal to be
19 entered on the day following the last day of attendance in order to be paid for the last
20 day of attendance. The date of withdrawal will be adjusted programmatically to the
21 actual last day when the data is submitted to SAIS. In any case, the last day of actual
22 attendance is to be counted as a membership day.

23 **Concurrency**

24
25 A concurrency occurs when a student is enrolled in two or more district or charters at
26 the same time.

27
28 If a valid concurrency exists between a charter and a non-charter and both have
29 validated the concurrency as true, the system will allocate the ADM between the two
30 based on the actual enrollment in both the district and charter. [A.R.S. § 15-185(C)]
31 The specific rules are as follows:

32
33 **Concurrent Enrollment Limits**

- 34 1. All combinations of charter and non-charter will be limited to a total of 1.0 ADM.
35 In other words, any number of charter and non-charter combinations is limited to
36 1.0 ADM. The 1.0 ADM will be allocated proportionately based on the actual
37 enrollment the districts and charters submit.
38
39 2. A member district of a Joint Technological Education District (JTED) and JTED
40 satellite campus at same member district combination will be limited to 1.25 ADM.
41 In this case, the district receives the first cut up to 1.0 and the JTED receives the
42 remainder, not to exceed 1.25, not to exceed actual enrollment. If any other
43 agreement exists, it is up to the district and the JTED to resolve those issues. It is
44 important to report correctly. If a district reports .75 FTE and a satellite JTED
45 reports .25 FTE, they will receive 1.0 combined even though they could receive
46 1.25 ADM. Districts and charters should always report the actual enrollment of
47 their students.

- 1 3. All combinations of TAPBI (Technology Assisted Project-based Instruction) and non-
2 TAPBI will be limited to a total of 1.00 ADM. In other words, any number of TAPBI
3 and non-TAPBI combinations is limited to 1.00 ADM, not to exceed actual
4 enrollment. The 1.00 ADM will be allocated proportionately based on the actual
5 enrollment the TAPBI and non-TAPBI submit.
6
- 7 4. TAPBI and Non-TAPBI. If the charter validates the membership, the funding will
8 ALWAYS go to the Charter (the limit is 1.0, as shown in item 1 above).
9
- 10 5. When a concurrent enrollment exists between a charter and JTED, main campus or
11 satellite, **AND** the student resides within the boundaries of a member district of
12 the JTED, ADM will be limited to a total of 1.25. The 1.25 ADM will be allocated
13 proportionately based on the actual enrollment the charter and JTED submit.
14
- 15 6. Any concurrencies not covered in 1 through 5 above will be treated as a tuition
16 in/out situation. The DOR will receive fundable ADM, for all enrollment, not to
17 exceed 1.0.

18
19 In all cases ADM shall not exceed actual enrollment
20

21 **Concurrency Validation Application**

22
23 In response to A.R.S. § 15-185(C), School Finance and Information Technology (IT) have
24 developed a concurrency report, SDADMS 80-1, which lists all concurrencies between
25 charters and non-charters, for a given district or charter. In addition, so that districts
26 and charters can validate each of their student memberships' having a charter and
27 non-charter concurrency, the Concurrency Validation application is provided.
28

29 The SDADMS 80-1 report is located in the Student Detail Data Interchange (SDDI)
30 download area and identifies each student that is concurrently enrolled in a charter
31 school and a non-charter. The concurrency validation application is located in the SDDI
32 maintenance area and allows the district and charters to validate each concurrent
33 membership by clicking a check box.
34

35 If the concurrency of a student enrolled in a charter and a non-charter is not
36 validated, the system will allocate the ADM to the school that has the most recent
37 enrollment. (For example, an enrollment on 12/1/2006 is more recent than one on
38 9/1/2006). If the concurrency is validated the system will adjust the ADM according to
39 the rules displayed above.
40

41 Because the validations will be cleared whenever membership information is changed
42 by any district or charter, schools are strongly encouraged to repeatedly check the
43 validation status of concurrencies. This increases the possibility that schools will be
44 properly compensated for students' ADM.

1 **Daily Attendance and Average Daily Attendance**

2
 3 For students enrolled in kindergarten, a full day of attendance is a day in which a
 4 student attends more than three-quarters of the instructional time for the day. If the
 5 total instruction time scheduled for the year is at least 346 but less than 692 hours,
 6 attendance for at least three-quarters of the day should be counted as one-half day of
 7 attendance. If the instructional time scheduled for the year is at least 692 hours, a
 8 full day of attendance may be counted as one-half of the instructional time scheduled
 9 for the day. [A.R.S. § 15-901(A)(6)(a)(i)]

10
 11 For students enrolled in first through eighth grade or an ungraded program, daily
 12 attendance is a day in which a student attends more than three-quarters of the
 13 instructional time scheduled for the day. The attendance of a pupil at three-quarters
 14 or less of the instructional time scheduled for the day shall be counted as follows:

- 15
 16 A. If attendance for all pupils in the school is based on quarter days, the attendance
 17 of a pupil shall be counted as one-fourth of a day's attendance for each one-fourth
 18 of full-time instructional time attended. Attendance should be taken four times a
 19 day. (Please see the Attendance Recordkeeping section.)

20
 21 Use the chart below to determine absences to be reported for schools using
 22 quarter day absences.

Percent of Time Absent	Absence amount
Less than .25 of the instructional time	0
.25 of the instructional time	.25
Between .26 and .50 of the instructional time	.50
Between .51 and .75 of the instructional time	.75
Between .76 and 1.00 of the instructional time	1.0

- 23
 24
 25 B. If attendance for all pupils in the school is based on half days, the attendance of at
 26 least three-quarters of the instructional time scheduled for the day shall be
 27 counted as a full day's attendance and attendance at a minimum of one-half but
 28 less than three-quarters of the instructional time scheduled for the day equals
 29 one-half day of attendance. Attendance should be taken two times a day. (Please
 30 see the Attendance Recordkeeping section.)

31
 32 Use the chart below to determine absences to be reported for schools using half-
 33 day absences.

Percent of Time Absent	Absence amount
Less than .26 of the instructional time	0
Between .26 and .50 of the instructional time	.50
Between .51 and 1.00 of the instructional time	1.0

34
 35
 36 Attendance for a fractional student shall not exceed the pupil's fractional
 37 membership.

1
 2 For grades 9-12, daily attendance is a day in which a student is physically in
 3 attendance and enrolled in four subjects, each of which, if taught each school day for
 4 the minimum number of days required in a school year, would meet a minimum of 123
 5 hours. [A.R.S. § 15-901(A)(6)(d)]

6
 7 Use the chart below to determine absences to be reported for high school students
 8 who are counting attendance based on quarter days.
 9

Periods Absent Subjects Enrolled	1	2	3	4	5	6	7
7	0	0	0	.25	.50	.75	1.0
6	0	0	.25	.50	.75	1.0	
5	0	.25	.50	.75	1.0		
4	.25	.50	.75	1.0			
3	.25	.50	.75				
2	.25	.50					
1	.25						

10
 11 Districts may count pupils for daily attendance who are not physically in attendance in
 12 a recognized common or high school but who are enrolled in and actually and
 13 physically in attendance in an alternative education program provided by any public or
 14 private person and which meets the standards that the State Board of Education and
 15 the governing board prescribe for the course of study given in the common and high
 16 school. (A.R.S. § 15-797)

17
 18 Homebound and hospitalized students must report attendance by minutes attended. For
 19 homebound and hospitalized students, a full day of attendance may be counted for each
 20 day in which the student receives at least four hours of instruction. [A.R.S. §
 21 15-901(A)(6)(f)]

22
 23 Average daily attendance means actual average daily attendance through the first 100
 24 days in session, as applicable. [A.R.S. § 15-901(A)(1)]

25 **Reporting Attendance by Minutes**

26 School participation for preschool students with disabilities, students classified as
 27 homebound or hospitalized, and students enrolled in Technology Assisted Project-
 28 based Instruction (TAPBI) schools must be reported in terms of minutes attended.
 29 Minutes attended may also be reported for students in grades 9-12. Attendance
 30 minutes may be reported incrementally in periods as short as one day or up to one
 31 week, with a week being defined as Sunday through Saturday.

32 **Attendance Recordkeeping**

33 Student membership and absences must be recorded and reported accurately by each
 34 district/charter-holder to ADE. These records provide the primary basis upon which
 35 state aid is apportioned to the public schools of Arizona. Student membership and
 36 absences are to be recorded on a daily basis for each school, for each student.
 37 Verifiable records must be maintained by the district and charters for 5 years,
 38 including the current fiscal year.
 39

1 The records prepared for student attendance must be retained and disposed of in
2 accordance with the Records Retention and Disposition Manual for Arizona School
3 Districts. The responsibility for the security and storage of these records rests with the
4 district/charter holders records custodians. All such records are subject to review by
5 ADE, the Auditor General, and independent certified public accountant contracted to
6 audit the district/charter holder. (For a copy of the manual, contact the Records
7 Management Division of the Arizona State Library, Archives and Public Records at (602)
8 542-3741.) The manual is available on this web page:
9 www.lib.az.us/records/forms.cfm and specifically at
10 www.lib.az.us/records/pdf/RetSched.pdf.

11 Exceptions to School Attendance

12 As stated in A.R.S. § 15-802(D), a person is excused from school attendance if any of
13 the following are shown to the satisfaction of the school principal or the school
14 principal's designee:

- 15
16 1. The child is in such physical or mental condition that instruction is inexpedient or
17 impracticable.
- 18
19 2. The child has completed the high school course of study necessary for completion
20 of grade ten as prescribed by the State Board of Education.
- 21
22 3. The child has presented reasons for nonattendance at a public school, which is
23 satisfactory to the school principal or the school principal's designee. For purposes
24 of this paragraph, the principal's designee may be the school district governing
25 board.
- 26
27 4. The child is over fourteen years of age and is, with the consent of the person who
28 has custody of him, employed at some lawful wage earning occupation.
- 29
30 5. The child is enrolled in a work training, career education, career and technical
31 education, vocational education or manual training program, which meets the
32 educational standards, established and approved by the Department of Education.
- 33
34 6. The child was either suspended and not directed to participate in an alternative
35 education program, or expelled from a public school.
- 36
37 7. The child is enrolled in an education program provided by a state educational or
38 other institution.

39
40 Non-compliance with the laws regarding compulsory attendance is a class 3
41 misdemeanor. A parent who fails to comply with the duty to file an affidavit of intent
42 to provide instruction in a home school is guilty of a petty offense. [A.R.S. § 15-802(E)]

1 **Absence**

2
3 Student absence days are the total number of days a student is in membership but not
4 in attendance during the report period. *Students who are not continuing or pre-*
5 *enrolled whose enrollment date occurs after the first day of school may not be*
6 *counted absent before they physically attend school. [See School Finance Policy SF-1.](#)*
7

8 An excused absence is absence due to illness or taking a vacation after the school has
9 been notified of the absence.

10
11 The governing board of each district must adopt a policy governing the excuse of
12 pupils for religious purposes. (A.R.S. § 15-806) In addition, the district must prescribe
13 rules for discipline for excessive pupil absenteeism. [A.R.S. § 15-843(B)(1)] A student
14 who has ten consecutive days of unexcused absences must be withdrawn from
15 enrollment retroactive to the last day of attendance. [A.R.S. § 15-901(A)(2)]
16

17 For students enrolled in both a charter school and a non-charter school, absences are
18 to be reported in the same proportion as membership is reported. (A.R.S. § 15-185)
19

20 Absences to be reported for students in grades 9-12, enrolled in instructional programs
21 consisting of blocks of time are to be determined as follows:
22

23 One quarter day of absence is to be recorded for each hour or part of an hour the
24 student does not attend the instructional program up to the student's full or fractional
25 membership.
26

27 A student receives one-quarter of a day's attendance for each sixty minutes of
28 instructional time.
29

30 A district's or charter-holder's reported ADM will be adjusted by ADE if the absences
31 are excessive. For an elementary (K-8) or a unified (K-12) district or charter-holder in
32 which the average daily membership is higher than the average daily attendance
33 through the first 100 days in session of the current year by more than 6%, the district's
34 or charter-holder's student count is determined by multiplying the actual average
35 daily attendance by 106%. [A.R.S. § 15-902(A)]
36

37 **Example**

38
39 In a K-8 district or charter-holder reporting ADM of 1000, the ADA is 900. ADM is 11%
40 higher than ADA, which is in excess of the 6% allowed. ADM would be adjusted to 106%
41 of ADA, or 954.
42

ADA = 900.00
ADM = 1000.00 (111% of ADA)
Adjusted ADM = 954.00 (900 × 1.06)

43

1 For a 9-12 district or charter-holder in which the average daily membership is higher
2 than the average daily attendance through the first 100 days in session of the current
3 year by more than 8.5%, the district's or charter-holder's student count is determined
4 by multiplying the actual average daily attendance by 108.5%. [A.R.S. § 15-902(B)]

5
6 *Example*

7 In a 9-12 district or charter-holder reporting ADM of 1000, the ADA is 850. ADM is 18%
8 higher than ADA, which is in excess of the 8.5% allowed. ADM would be adjusted to
9 108.5% of ADA, or 922.25.

10
11

$$\begin{aligned} \text{ADA} &= 850.00 \\ \text{ADM} &= 1000.00 \text{ (118\% of ADA)} \\ \text{Adjusted ADM} &= 922.25 \text{ (850} \times \text{1.085)} \end{aligned}$$

12 **Excessive Absence Adjustments**

13
14 A district or charter-holder may apply to ADE for an adjustment when excessive
15 absences are a result of widespread illness, adverse weather conditions, or a
16 concerted refusal by students to attend classes, which extends to three or more
17 consecutive instructional days. [A.R.S. § 15-902(C)] In addition, threats of violence
18 against school property, school personnel or students for any period of one day or
19 more qualify for an absence adjustment.

20
21 The district or charter-holder must certify all absence figures submitted to ADE.
22 [A.R.S. § 15-902(D)] Please follow the on-line instructions available at:
23 www.ade.az.gov/schoolfinance under Forms.

24
25 A district or charter-holder may also apply for absence approval for students with
26 chronic health problems if the district or charter-holder is providing services to the
27 students during their absence. [A.R.S. § 15-902(E)]

28 **Chronic Health Problems**

29
30 Students with chronic health problems are students who are unable to attend regular
31 classes for intermittent periods of one or more consecutive days because of illness,
32 disease, or accident but who are not homebound, as defined earlier. The chronic
33 health problem must be certified by a licensed health professional. [A.R.S. § 15-
34 346(B)]

35
36 Districts/Charters are responsible for adopting policies and procedures concerning
37 pupils with chronic health problems in consultation with parents, teachers, and at
38 least one health professional. The policies and procedures must be designed to
39 provide continuing education for students with chronic illnesses while they are absent
40 from school. They should provide for homework assignments and flexibility in physical
41 education activity requirements so that students with chronic illnesses may participate
42 in the regular physical education program to the extent that their health permits.
43 [A.R.S. § 15-346(A)]

1 **Frequency of Submissions**

2

3 Districts and charters are required to submit data to ADE at least once every twenty
4 school days. [A.R.S. § 15-1042(G)]

5

6 The first submission shall not be required prior to the opening of the Student Detail
7 Data Interchange for the applicable fiscal year.

8

9 The first submission is due within 20 school days of the first day in session or 20 school
10 days of the opening of the Student Detail Data Interchange for the applicable fiscal
11 year, whichever is later. In all cases the first submission should occur before the 40th
12 session day of the school calendar.

13

14 All enrollments and withdrawals must be entered into the LEA's SMS within five
15 working days after the date of the enrollment/withdrawal event.

16



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PROGRAM CODES

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School Codes

A nine-digit number called the CTDS identifies schools. The first six digits identify the district or charter and the last three digits identify the school within that district or charter. Additions and changes to existing CTDS codes must be made in conjunction with ADE, School Finance Unit.

C = County Codes

The first two digits indicate the county.

COUNTY NUMBER	COUNTY DESCRIPTION	COUNTY NUMBER	COUNTY DESCRIPTION
00	Arizona Department of Education	09	Navajo County
01	Apache County	10	Pima County
02	Cochise County	11	Pinal County
03	Coconino County	12	Santa Cruz County
04	Gila County	13	Yavapai County
05	Graham County	14	Yuma County
06	Greenlee County	15	La Paz County
07	Maricopa County	20	Out of State Schools
08	Mohave County	21	Arizona Department of Corrections

1 **T = Type Codes**

2 The next two digits indicate the type of district (e.g. accommodation, unified,
3 elementary, high school).

4

Type Number	District Type
01	Accommodation School
02	Unified School District
03	Elementary District Not in High School District
04	Elementary District in High School District
05	High School District
06	Community College
07	4 Year College/University
08	Vocational/Technical
09	Special Needs/Skill Center
10	Juvenile Corrections
11	Adult Corrections
12	Public Special Education Institution
13	Indian Center
14	Alternative Education Program
15	Community Center
16	Community-based Organization
17	Consortium
18	County Special Services
19	Private Non-profit
20	Private School / Not Special Education
21	Private School / Special Education
22	Non-profit Child Care Center
23	Contiguous Reservations
24	Non-profit Child Care Center
25	Day Care Home
26	Head Start
27	Residential Child Care Institution (non-govt.)
28	Literacy Volunteers
30	Proprietary Child Care Center
31	Proprietary Child Care Center
32	Proprietary Child Care Center
33	Proprietary Child Care Center - Non-DES
34	Proprietary Child Care Center
39	BIA Contract / Grant School
40	BIA School
41	Co-Op
42	Intergovernmental Agreement
44	Government - Fed/County/City
45	Tribes
52	Arizona Board of Regents
60	Sheriff's Offices
76	State Instit. & Stations
86	Charter Schools - State Board of Education
85, 87, 89	Charter Schools - Charter Board
93	Adult Day Care
99	County School Superintendent

1 **D = District Numbers**

2 A two-digit legal district number is assigned to each elementary school district by the
 3 county school office. Most county school offices assign a one or two-digit legal district
 4 number to each high school district within their respective county. Maricopa, Pima
 5 and Pinal Counties have assigned three-digit numbers.

6
 7 Maricopa County high school districts have a three digit legal number starting with a
 8 two. ADE drops the two and only uses the last two digits. Pima County high school
 9 districts have a three-digit number starting with a one. ADE drops the one and only
 10 uses the last two digits. (Currently, no high school districts exist in Pima County.)
 11 Pinal County has some high school districts using a two digit legal number and some
 12 using a three digit legal number, all starting with an eight. ADE drops the eight and
 13 uses the last two digits, adding a zero to fill in when the remaining digit is only one
 14 character.

15
 16 For state board sponsored charters, it is the next available number within the same
 17 county and type (i.e., SBE sponsored in Maricopa County “0786—” and then the next
 18 two numbers available in our database). For district sponsored charters, it is the same
 19 as the sponsoring district’s district number.

20
 21 ADE School Finance Unit assigns a two-digit type number for private school districts.
 22 Unorganized territories use the two-digit district number with 04 for elementary and
 23 05 for high school reporting.

24
 25 The irregular district codes are assigned by the School Finance Unit:

Irregular District Codes	Description
20-04-01	Elementary districts in surrounding states and Mexico
20-05-01	High school districts in surrounding states and Mexico

26
 27 **S = Site**

28 Following the CTD number, a three-digit number is assigned for each school. Programs
 29 such as homebound or hospitalized are not schools and should be included with the
 30 school reporting. Separate register numbers may be used to separate programs from
 31 regular classrooms. County School codes 700 or higher are reserved for district
 32 sponsored charter schools.

Site Code	Description	Site Code	Description
000	General	700	District-Sponsored Charter Schools
100	Elementary	800	District-Sponsored Charter Schools
200	High School	900	District-Sponsored Charter Schools
300	School Wide		

35
 36

1 **Grade Codes**

2

CODE IN TRANSACTION	DESCRIPTION
PS	Preschool
KG	Kindergarten
1	First Grade
2	Second Grade
3	Third Grade
4	Fourth Grade
5	Fifth Grade
6	Sixth Grade
7	Seventh Grade
8	Eighth Grade
9	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade

3

4 **Primary Language Codes**

5

6 A students' primary home language should be determined at the time of registration.
 7 The primary home language of a student is other than English if it fits at least one of
 8 the following descriptions:

9

- 10 • The language most often spoken in the student's home is other than English,
 11 regardless of the language spoken by the student.
- 12
- 13 • The language most often spoken by the student is other than English.
- 14
- 15 • The student's first acquired language is other than English.
- 16
- 17 • The primary home language information is collected for two reporting
 18 purposes:
- 19
- 20 1. To complete the primary language variable for students who take the State
 21 Achievement Test and;
- 22
- 23 2. To enable the district to complete the English Language Learner(ELL)
 24 Students Report and Language Census and Program Report
- 25

- 1 Enter the appropriate primary home language code for each student in the column
- 2 headed primary home language on the student data page. The primary home language
- 3 codes to be used are listed below:
- 4

LANGUAGE CODE	LANGUAGE	LANGUAGE CODE	LANGUAGE
00	English	24	Ukrainian
01	Spanish	25	Vietnamese
02	Arabic	26	Serbo-Croatian (FormerlyYugoslavia)
03	Cambodian	27	Other Non-Indian
04	Cantonese	28	Navajo
05	Czechoslovakian	29	Apache (San Carlos)
06	Dutch	30	Apache (Whiteriver)
07	Filipino	31	Chemehuevi
08	Finnish	32	Cocopah
09	French	33	Hopi
10	German	34	Hualapai
11	Greek	35	Kaibab-Paiute
12	Hebrew	36	Maricopa
13	Hungarian	37	Mohave
14	Italian	38	Papago
15	Japanese	39	Pima
16	Korean	40	Supai
17	Laotian	41	Tewa
18	Mandarin	42	Yaqui
19	Polish	43	Yavapai
20	Portuguese	44	Yuma
21	Romanian	45	Other Indian
22	Russian	46	American Sign Language
23	Thai		

- 5
- 6

1 **Racial/Ethnic Codes**

2

3 ADE uses race/ethnicity groupings identified by the National Center for Education
 4 Statistics (NCES) (Office of Management and Budgets (OMB) No. 1850-0067). The
 5 groupings below are cited in the NCES Student Data Handbook 2004 Edition as being
 6 taken from revised Standards for the Classification of Federal Data on Race and
 7 Ethnicity (Statistical Policy Directives No. 15) by the OMB.

8

Racial/Ethnic Codes	Short Description	Description
A	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, Vietnam, Guam, the Philippine Islands, Samoa, or other Pacific Islands.
B	Black or African-American (Not Hispanic)	A person having origins in any of the black racial groups of Africa.
H	Hispanic or Latino	A person who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.
I	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.
W	White (Not Hispanic)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

9

1 **Enrollment Activity Codes**

2

3 Please use these codes when reporting students' entry and withdrawal from district
4 and charters

5 **Student Entry Codes**

6

E1	Student entering Arizona public schools for the first time this school year; last school attended was this school.
E2	Student entering Arizona public school for the first time this school year; last school attended was another school within this district.
E3	Student entering Arizona public school for the first time this school year; last school attended was outside this district but within the state of Arizona (includes all other options such as not enrolled in any school the prior year or enrolled in a private school the prior year).
E4	Student entering this school who was previously enrolled this year in another Arizona public school outside the district.
E5	Student entering this school who was previously enrolled this year in another Arizona public school within the district.
E6	Student entering Arizona public school for the first time this year; last school attended was outside the state of Arizona.
E7	Student entering Arizona public school for the first time this school year; was coded by previous school as a dropout (W5); last school attended was another school within this district.
E8	Student entering Arizona public school for the first time this school year; was coded by previous school as a dropout (W5); last school attended was outside this district but within the state of Arizona.
E9	Student entering this school who was previously coded this school year in another Arizona public school as a dropout (W5); last school attended was within this district.
E10	Student entering this school who was previously coded this school year in another Arizona public school as a dropout (W5); last school attended was outside this district but within the state of Arizona.
E11	Student entering Arizona public school for the first time this school year; in most recent schooling, student was home taught in the state of Arizona.
E12	Student entering this school for the first time this school year who has NOT received a passing score on the AIMS test; last school attended was this school (applies to fifth year students ONLY, see State Board of Education rules to determine Class Cohort).
E13	Student entering this school for the first time this school year who has NOT received a passing score on the AIMS test; last school attended was another school within this district (applies to fifth year students ONLY, see State Board of Education rules to determine Class Cohort).
E14	Student entering this school for the first time this school year who has NOT received a passing score on the AIMS test; last school attended was outside this district but within the state of Arizona (applies to fifth year students ONLY, see State Board of Education rules to determine Class Cohort).

E15	Student entering Arizona public school for the first time this school year; last school attended was a detention facility within the state of Arizona.
E16	Student entering this school who was previously enrolled this school year in a detention facility within the state of Arizona.
EK	Student transferred from one calendar track within the same school.
ER	In the past, this was used to denote that a student transferred to a different register in the same grade in the same school. This activity is accomplished now using the Student Grade Transfer transaction.
ET	Transferred from another grade within the school before scheduled end of school year. This activity is accomplished now using the Student Grade Transfer transaction. SAIS will translate the Grade Transfers into WT/ET activities when creating the Year End Enrollment report.

1

2 Student Withdrawal Codes

3

W1	Transfer: other school	Withdrawn before scheduled end of school year to continue studies in another school, to be home taught, or to attend as a full-time post-secondary student.
W2	Illness	Withdrawn before scheduled end of school year due to chronic illness (withdrawal may not be required; refer to district's chronic illness policy).
W3	Expelled or long term suspension	Expelled or suspended on a long term basis before scheduled end of school year.
W4	Absence or status unknown	Withdrawn before scheduled end of school year for 10 consecutive days of unexcused absence, status or location is unknown to the school or school district.
W5	Dropout	School received verification that student has withdrawn from school before scheduled end of school year; student does not intend to complete requirements for a high school diploma.
W6	Age	Withdrawn before scheduled end of school year because student is not of school age (under 6 or over 21 years of age).
W7	Graduated	Student has completed course of study requirements for high school and received a passing score on the AIMS test (applies to mid-year graduates). Graduates are issued a high school diploma by the school district.
W8	Deceased	Student died before scheduled end of school year.
W9	Transfer: home taught	Student withdrawn before scheduled end of school year to be taught at home.
W10	Transfer: detention	Withdrawn before scheduled end of school year because student was transferred to a state detention or correctional facility.
W11	GED	Student withdrew before scheduled end of school year expressly for the purpose of obtaining a GED. Students of high school age must withdraw to take the GED test. Verbal notification at the time of withdrawal is sufficient to apply the W11 code.

W12	Vocational school	Student withdrew before scheduled end of school year to continue studies at a technical or vocational school; this includes ALL schools or education programs that DO NOT meet Arizona requirements for obtaining a high school diploma. Verbal notification from a responsible adult is sufficient to apply the W12 code.
W13	Completed (AIMS)	Student has completed course of study requirements for high school or Individual Education Plan but DID NOT receive a passing score on the AIMS test (applies to mid-year completers). Completers have concluded their high school education and are not expected to re-enroll.
WK	Track transfer within the same school.	Transferred to another calendar track within the same school before scheduled end of school year.
WT	Grade transfer	Transferred to another grade within the school before scheduled end of school year.

1
 2 In accordance with No Child Left Behind, a school may collect additional information
 3 of the reason for the withdrawal. It is not mandatory to use the codes listed below
 4 but if the information is provided by the parent or guardian, schools are asked to
 5 include the appropriate code in their submissions.

6 **Additional Withdrawal Reasons**

7

WR1	School identified for Federal School Improvement.
WR2	School identified as persistently dangerous.
WR3	Individual Transfer Option (Victim of a violent crime or criminal act).
WR4	Pregnancy/Biological Parent of a Child.

8

1 Summer Leaves

2

S1	Summer transfer - out of district	Student transferred out of this school district during the summer.
S2	Summer illness	Student will not be returning to school due to illness during the summer. (same criteria as W2)
S3	Summer expulsion	Student will not be returning to school due to expulsion during the summer. (same criteria as W3)
S4	Summer absence or status unknown	Students who are enrolled at the end of the prior school year but fail to show at any time during the next school year and whose status or location is unknown to the school or school district.
S5	Summer dropout	Student dropped out during the summer. (same criteria as W5)
S6	Summer not of school age	Student is not of school age during the summer. (same criteria as W6)
S7	Summer early graduation	Student met course of study requirements and received a passing score on the AIMS test. (same criteria as W7)
S8	Summer deceased	Student died during the summer. (same criteria as W8)
S9	Summer transfer - home taught	Student became home taught during the summer. (same criteria as W9)
S10	Summer transfer - detention	Withdrawn because student was transferred to a state detention or correctional facility during the summer. (same criteria as W10)
S11	Summer GED	Student withdrew to receive a GED certificate during the summer. (same criteria as W11)
S12	Summer transfer - vocational school	Student withdrew to attend a vocational school during the summer. (same criteria as W12)
S13	Summer completer	Student met course study requirements during the summer but DID NOT receive a passing score on the AIMS test. (same criteria as W11)
S99	Summer transfer - within district	Student transferred to another school within this district during the summer. (Criteria: none.)

3

1 Readmission Codes

2

R1	Readmission after a W1	Student re-entering after withdrawing from this school as a W1.
R2	Readmission after a W2	Student re-entering after withdrawing from this school as a W2.
R3	Readmission after a W3	Student re-entering after withdrawing from this school as a W3.
R4	Readmission after a W4	Student re-entering after withdrawing from this school as a W4.
R5	Readmission after a W5	Student re-entering after withdrawing from this school as a W5.
R6	Readmission after a W6	Student re-entering after withdrawing from this school as a W6.
R9	Readmission after a W9	Student re-entering after withdrawing from this school as a W9.
R10	Readmission after a W10	Student re-entering after withdrawing from this school as a W10.
R11	Readmission after a W11	Student re-entering after withdrawing from this school as a W11.
R12	Readmission after a W12	Student re-entering after withdrawing from this school as a W12.

3

1 Year End Status Codes

2

G	Graduated at year end	Student either (a) completed course of study requirements and received a passing score on the AIMS test; or (b) completed Individual Education Plan requirements and received a passing score on the AIMS test (used only in grades 11, 12 or the equivalent in ungraded secondary). Graduates are issued high school diploma from the school district.
C	Completed course of study at year end	Student either (a) completed course of study requirements and DID NOT receive a passing score on the AIMS test (b) or completed Individual Education Plan requirements and DID NOT receive a passing score on the AIMS test (used only in grades 11, 12 or the equivalent in ungraded secondary). Completers have concluded their high school education and are not expected to re-enroll.
A	Attended- Concluded high school education and not expected to re-enroll	Student (a) NEITHER met course study requirements or Individual Education Plan NOR received a passing score on the AIMS test or (b) turned 22 years of age, or (c) was a twelfth grade foreign exchange student (used only in grades 11, 12 or the equivalent of ungraded secondary). Attendees have concluded their high school education and are not expected to re-enroll.
SA	Still Enrolled (AIMS)	Student is still enrolled because student (a) fulfilled course of study requirements but DID NOT receive a passing score on the AIMS test, or (b) completed Individual Education Plan requirements but DID NOT receive a passing score on the AIMS test (used only in grade 12 or the equivalent of ungraded secondary).
SC	Still Enrolled (Course Study Requirements)	Student is still enrolled because the student either (a) DID NOT meet course of study requirement for graduation but received a passing score on the AIMS test, or (b) DID NOT complete Individual Education Plan but received a passing score on the AIMS test (used only in grade 12 or the equivalent of ungraded secondary).
SE	Still Enrolled (Met No Requirements)	Student is still enrolled because student (a) NEITHER met course study requirements NOR received a passing score on the AIMS test, or (b) NEITHER completed Individual Education Plan NOR received a passing score on the AIMS test, (used only in grade 12 or the equivalent of US).
P	Promoted	Student was promoted to the next grade (used in all grade levels except grade 12 or the equivalent in ungraded secondary).
R	Retained	Student was retained in the same grade.

3

4

1 Student Needs Categories

2

Code in transaction	Description	Need Group	Effective Dates
A	Autism	Special Education	
ED	Emotional Disability	Special Education	
EDP	Emotional Disability (separate facility, private school)	Special Education	
HI	Hearing Impairment	Special Education	
MD	Multiple Disabilities	Special Education	
MDSSI	Multiple Disabilities - Severe Sensory Impairment	Special Education	
MIMR	Mild Mental Retardation	Special Education	
MOMR	Moderate Mental Retardation	Special Education	
OHI	Other Health Impairment	Special Education	
OI	Orthopedic Impairment	Special Education	
PSL	Preschool - Speech/Language Delay	Special Education	
PMD	Preschool - Moderate Delay	Special Education	
PSD	Preschool - Severe Delay	Special Education	
SLD	Specific Learning Disability	Special Education	
SLI	Speech/Language Impairment	Special Education	
SMR	Severe Mental Retardation	Special Education	
TBI	Traumatic Brain Injury	Special Education	
VI	Visual Impairment	Special Education	
1	Quantitative (Math) Giftedness	Giftedness	
2	Language Arts (Verbal) Giftedness	Giftedness	
3	Non-Verbal Reasoning Giftedness	Giftedness	FY2004 to present
LEPS	English Language Learner	Language	
4	Eligible for reduced fee lunch	Economic Disadvantage	
5	Eligible for free lunch	Economic Disadvantage	
6	Homeless	Economic Disadvantage	The McKinney-Vento Homeless Education Assistance Act, Section 725 defines homeless children and youths.
8	Immigrant	Economic Disadvantage	
9	Neglected	Economic Disadvantage	
10	Delinquent	Behavioral Disadvantage	
11	Homebound	Health	

Code in transaction	Description	Need Group	Effective Dates
12	Chronic Illness/Condition	Health	removed from SAIS FY2005
13	Math	Academic Disadvantage	
14	Language Arts (reading and/or writing)	Academic Disadvantage	
15	Science	Academic Disadvantage	
16	Refugee	Economic Disadvantage	FY2004 to present
18	Social Studies	Academic Disadvantage	FY2004 to present
19	Other Academic Services	Academic Disadvantage	FY2004 to present
NOND	This value represents "no need". This acts as a placeholder for some Support Programs that allow a child to participate without having any related Need. This value was requested by vendors whose SMS's prefer to require entry of a Need Code on the Support Program Participation (015) transaction. (In other words, these SMS's make it a required field, whereas in SAIS it is actually an optional field).	none (in other words, no need)	FY2004 to present

1

1 **Special Enrollment Codes**

2

Code in transaction	Description
1	Certificate of Educational Convenience A - Ref. (A.R.S. § 15-825)
2	Certificate of Educational Convenience B - Ref. (A.R.S. § 15-825)
3	Student registered during a declared open enrollment period

3

4

Note: The Special Enrollment code may also be submitted as a blank.

5

6 **Membership Type**

7

8

Membership Type identifies whether a school has primary responsibility for managing a specific student's curriculum or not.

9

10

Code in transaction	Short Description	Description	Effective Dates
M	Main	The school is responsible for managing the student's curriculum and may or may not provide all of the student's instruction	
A	Ancillary	The school provides some instruction for the student, but is not responsible for managing the student's curriculum	
T	TAPBI	Technology Assisted Project-based Instruction Program (Distance Learning)	FY2005

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STUDENT ACCOUNTABILITY INFORMATION SYSTEM (SAIS)

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Data Content

The data collected about a student is driven by funding and reporting requirements imposed by the state and federal governments. The data includes student identification and demographics, district of residence, school membership (beginning a membership, withdrawal from a membership), grade membership, absence, student needs (e.g., a disability or a language need), assessments, and participation in programs/services (e.g., language programs, Title I programs or special education services).

Student achievement data (AIMS) is received and maintained at ADE. This data will become an integral part of the Student Database.

Data Security and Confidentiality

Student data is not to be published, nor can ADE staff update it. Unencrypted data is submitted to ADE through a secure socket layer (SSL). Every reporting school/district assigns an authorized person to handle submission and error correction.

ADE abides by Family Educational Rights and Privacy Act (FERPA) regulations.

The Student Accountability Information System

Purpose

The Student Database System receives student level data electronically from local school/district databases in a periodic process, in order to provide the following capabilities.

- Consistent and accurate calculations of student counts for funding, generated by one system for all schools
- Planning and policy analysis for ADE (e.g., student mobility)
- Support academic achievement research

General Definitions

The file that contains detail transactions is referred to as **Student Data File**. The specific details on the formatting and content of the files are available in the SAIS requirements documents available at www.ade.az.gov/sais/.

1 **Student Data Upload**

2

3 **SAIS Student Detail Data Interchange (SDDI)** is a service that enables participating
4 vendors and districts and charters to successfully upload student data to the ADE
5 student database.

6

7 Files are submitted via one of two methods. The first method is via the web page.
8 The web page acknowledges the submitting district's or charter's CTDS and places any
9 submitted files into a specific directory, which is named for that CTDS. The second
10 method is similar, but occurs through a utility to be used inside a local district's or
11 charter's SAIS interface.

12 **Data Download Service**

13

14 Vendors and districts and charters can successfully download information from the ADE
15 Web site through SDDI in one of two methods. The first method is via the web page.
16 The web page acknowledges the requesting district and charters Entity ID when the
17 user signs in. The second method is similar, but occurs through a utility to be used
18 inside a local district's or charter's SAIS interface.

19

20 Downloaded files are available in two formats. The first format is XML, which is the
21 universal format for structured documents and data on the web. The XML version is
22 1.0 and the base specification can be found at www.w3.org/XML. The second format
23 is a pipe-delimited file. The second format shall be referred to as simple text format.

24

25 File naming requirements includes several terms: filename string is the complete
26 name of the submitted file. It includes two portions: the filename and the extension.
27 The last period (.) in the filename string separates these two portions. The specific
28 details on file naming are available at www.ade.az.gov/sais/.

29 **Processing Overview**

30

31 Generally, transactions must be processed in a prescribed sequence to be added to the
32 database. This sequence mirrors the way the business of public education takes place.
33 Processing order is covered in the chapter for each subject area.

34

- 35 • First, the file is validated by checking each transaction for the expected data
36 formats and values. If the file fails one or more verification, it is rejected.
- 37 • Then each transaction is checked against the database and subjected to logic
38 checks. If the transaction fails, it is rejected with a "Fatal" or "Error" severity
39 level message.
- 40 • Finally, the database table(s) is updated. "Warning" or "Information" severity
41 level messages may be generated.
- 42 • If the database update is successful, the edit is ended for this transaction and it
43 starts over with the next transaction.
- 44 • If the database update fails, no update will be done to the SAIS database, and the
45 transaction is rejected.

1 **Operation Codes**

2
3 All SAIS Student Detail Database transactions include the field Operation Code that
4 allows various operations to be performed on the data in the transaction. Each of the
5 transactions has an explanation of operations allowed in the transaction.

6
7 The Operation Code codes are:

- 8 • A - add a new transaction
- 9 • C - data value in the transaction will change previously submitted value
- 10 • D - delete a transaction submitted previously

11
12 **Integrity Checking**

13
14 Due to the nature of the data being submitted and the time it takes to process the
15 data, SAIS will purposely allow certain illogical situations to exist on the SAIS
16 database. These situations must to be fixed before funding is provided. The Integrity
17 Checking process identifies these out-of-sync circumstances and advises the district or
18 charter of the existence of the situation that prevents state funding. Integrity
19 Checking is run automatically when the data is submitted.

20
21 **Fiscal Year**

22
23 "Fiscal year" is used throughout SAIS. The state fiscal year is defined in A.R.S. § 15-
24 101(10) as July 1 through June 30. ADE and SAIS operate on the state fiscal year
25 because ADE is a state agency. Arizona statute states rules and operating
26 requirements in terms of fiscal year.

27
28 The term "school year" is used rarely in SAIS and its rules. The term "school year"
29 refers specifically to the regularly scheduled instructional year (it does not include
30 summer school). Schools throughout Arizona have widely varying start and end dates,
31 in some rare cases even spanning more than one fiscal year.

32 **Comparing Characteristics of Various Students**

33
34 The first time a student is ever reported to Arizona's SAIS, it will generate a student
35 identifier number for that student and send it back to the school or district that
36 submitted the data. This number will remain valid for the life of the student.
37 Identifying a child as a brand-new student can be done through the Enrollment Activity
38 Code (the "E" code – some examples are: E3's, E6's, E11's, and E15's).

39
40 Before generating the student identifier, SAIS will search the database to ensure that
41 a number has not already been created for that student. To accomplish this, SAIS will
42 perform a comparison of elements using the elements that are available on the
43 submitted Student Enrollment transaction, including up to four separate sets of
44 identifiers, the student's names (first, middle, last), birth date, gender and the
45 student's personal details.

46

1 Please review the SAIS Requirements document available on the department web page
2 at www.ade.az.gov/sais/ for the specific details on student identifiers.
3

4 All Student Enrollment transactions for students who have been in the Arizona school
5 system previously, as well as all other SAIS transactions, require that the student's
6 SAIS-generated student identifier be provided. For some transactions SAIS compares
7 submitted element values to elements already on the SAIS database to ensure that
8 incoming data updates the proper student record on SAIS.

9 Note on Student Memberships and School Sessions

10
11 Student memberships (enrollments) in SAIS are governed by statute and by ADE policy.
12 At the current time SAIS accepts data only for school regular session, not for other
13 sessions such as summer session. In accordance with statute and ADE policy, virtually
14 all aggregating and most statistical processes use only regular session memberships.
15 The following policies relate to this topic.

- 16
17 • A school year spans the entire fiscal year. (Regular session usually has early
18 fall start & late spring end. Summer session takes place when regular session is
19 over, and often overlaps fiscal years.)
- 20
21 • A student membership is assumed to be active to the session's scheduled end
22 date, unless a withdrawal is submitted.
- 23
24 • Special enrollment conditions are assumed to be active to the session's
25 scheduled end date, unless a withdrawal and/or a special enrollment condition
26 end date are/is submitted.

27
28 As stated earlier in this document, ADE and SAIS operate under the state-defined
29 Fiscal Year.

30 31 Aggregation Basics

32
33 SAIS student data must be aggregated for ADE's use. The input to these aggregation
34 processes is the student-level data submitted by district and charters to ADE and
35 already validated and populated into SAIS Student Detail tables. The output of these
36 aggregation processes is district-level or charter-holder data gathered into the SAIS
37 Student Counts tables. Prior to districts and charters providing student-level data to
38 ADE, these tables were populated directly from data consolidated by districts and
39 charters and then submitted to ADE by the districts.

40
41 The Student Counts modules will perform calculations on the data submitted in the
42 Student Detail submissions. Historically, these calculations were performed against
43 the aggregated counts submitted by the districts and charters prior to implementation
44 of the SAIS.

1 **Membership and Absence Description**

2

3 The Membership & Absence (M&A) subject area calculates membership and absence
4 counts by period (40th/100th day) for each school, grade, and register ID number.

5 These data will support the Membership and Absence 40th and 100th Day Reports
6 produced by ADE.

7 **Membership and Absence Aggregation Processing Executed by SAIS**

8 Average Daily Membership (ADM) is determined by counting each student's enrollment
9 by days and the number of days in the reporting period. Absences are counted in the
10 same way. Then the membership and absence counts are aggregated by student for
11 the report period.

12

13 The membership period for a student may be split into shorter intervals if the values
14 in key field changes. An example of a key field that causes shorter intervals would be
15 the track field. The report would display the membership, absences, ADM and Average
16 Daily Attendance (ADA) for time during enrollment in one track and then display the
17 same information for enrollment in the second track. The report will display one line
18 for each interval during the membership period.

19

20 The number of days in the reporting period is obtained from the school's calendar.
21 The reported ADM is calculated as follows: $ADM = \text{Membership Count} / \text{number of days}$
22 $\text{in reporting period}$. The reported ADA is calculated as follows: $ADA = (\text{Membership}$
23 $\text{Count} - \text{Absence Count}) / \text{number of days in reporting period}$.

24

25 Finally, the membership days, absence days, ADM and ADA are summed for all students
26 within the same grade and register for the 40th and 100th Day Reports.

27

28 It is important to note that any concurrencies, valid or otherwise, will affect
29 membership and attendance calculations.

30

31 **Special Education Description**

32

33 School entities receive additional funding when they operate Special Education (SPED)
34 student services. The Student Counts SPED Subsystem maintains records of students
35 placed in Special Education programs. The data are collected by SAIS. Students who
36 have a current evaluation, Individual Education Program (IEP), initial placement
37 statement, and who are receiving special education services, are to be reported
38 through SAIS.

39

40 The data are used to produce reports for federal funding and to calculate Group B
41 add-on counts for state aid. Federal reports are based on students entered and not
42 withdrawn from a school-approved Special Education program as of December 1st.
43 February 1st is the cut-off date for counting students for Group B add-on counts.

44

45 No aggregation count will take place for Special Education memberships, as the
46 required information has already been submitted at the student level in Student
47 Counts. The submitted SAIS student level data is extracted, reformatted and
48 processed in Student Counts.

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**REPORTS GENERATED BY
SCHOOL FINANCE**

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Membership and Absence Reports

Districts and charters must report student activity on a regular basis, at least every 20 days. After the districts and charters have reached their 40th calendar day plus thirteen business days, informational reports on the data processed are available and viewable through Student Detail Data Interchange on Common Logon for each school. A discussion of the most useful reports for ADM follows. The reports cover only students who attend the district or charter.

SDADMS 72 Report

The SDADMS 72 report is a compilation of the raw data that affects ADM calculations for each student in a particular grade level within a school. Districts and charters should review the data contained in the SDADMS 72 to verify what information is contained in the SAIS Student Detail Database.

All the data concerns students attending the district or charter. The enrollment and withdrawal dates should be compared with the data in the school's student management system (SMS). Information on the district of residence (DOR), SAIS ID, student ID, track number, FTE, Tuition Payer and Special Enrollment categories all determine ADM and ADA, so a careful check of this information is important.

Finally, the Codes column provides information about concurrency, integrity failures and whether integrity has been run since the last data change.

Integrity Status Report

Records that have failed the business rules will be listed on this report. It displays both warning and errors and if an error, whether the student is excluded for the 40th, 100th or End of Year reports. The errors should be corrected before the membership of the student concerned is included in the ADM count for the report period referenced in the error message.

SDADMS 75 Report

The records that passed integrity will be listed on the SDADMS 75 report. All students listed are included in funding. The SDADMS 75 is generated frequently after the district or charter has passed its 40th calendar day plus thirteen business days.

The 40 Series Reports

The data is aggregated by register, grade, and school and the results can be directly compared with the ADM counts displayed on the ADMS 45-1.

After the data has been aggregated and results are displayed on the SDADMS 75, the totals by school are combined by district or charter holder and available in the ADMS 45-1, ADMS 45-2, ADMS 540, ADMS 40-2 and ADMS 46-1 reports. They are viewable on the School Finance web page under Districts and charters areas.

1 **Special Education Census - Counts Calculated by SAIS**

2
3 District and charters are required to submit the Special Education Census
4 electronically through SAIS. The instructions for the needs portion for electronic
5 submission can be accessed on the Department of Education Website by clicking on:
6 www.ade.az.gov/sais/needsreq/NeedsRequirements.doc.

7 **Introduction**

8
9 The Special Education Census count has two purposes: to determine Federal funding
10 eligibility and State add-on funding. The census count is of those students who entered
11 and/or withdrew on or before the following dates.

12
13 **December 1**

- 14
15 1. FEDERAL FUNDING - The Student Count on December 1 is used to determine
16 eligibility for Federal Part B IDEA entitlement dollars distributed to the state
17 and allocated to the districts. This count requires reporting of all students who
18 are receiving special education services on December 1 of the current school
19 year. If a student withdraws before December 1, that child will not be eligible
20 for federal funding. Once these figures have been reported to the federal
21 government, no upward revisions can be made either by the districts/charters
22 or by the state. Accuracy is vital.
23
24 2. STATE ADD-ON FUNDING - The Add-on weight (previously known as 'Group B') is
25 calculated for the 40th day with an "as of" date of October 30. The 40th day
26 count may be used in the calculation for an advance of growth monies.
27 (Charter Schools are not eligible for growth monies). If a student withdraws
28 before December 1, he/she will be counted up to his/her withdrawal date.
29

30 **February 1**

- 31
32 1. This date is used to calculate the 100th day Add-on weight for state funding.
33 At this time, all corrections to the Special Education Census should be
34 completed.
35

36 Data on students who are receiving special education services should be sent to SAIS
37 using the appropriate transactions. In the event that a student enrolled in special
38 education is found to have an expired Individual Education Plan (IEP) or evaluation but
39 continues to receive services as specified on the expired IEP, the student may still be
40 counted on the census for federal and state funding. However, these are significant
41 violations and should be corrected immediately. Any questions about the eligibility of
42 a student to be placed on the Special Education Census should be directed to the
43 Special Education Director of the district/charter school. The data submitted to the
44 ADE must come from the students' files.

1 **Eligible Category List**

2
 3 Once a student has been evaluated, the Multidisciplinary Evaluation Team determines
 4 the category(s) under which the student is eligible to receive services. The IEP team
 5 determines where the student will receive those services and the service type. It is
 6 possible for a student to be eligible to receive special education services in more than
 7 one category. If this is the case, all information needs to be included for all eligible
 8 categories on the SAIS submission. All needs should be submitted with the same
 9 service type. The valid categories are as follows:

10

A	Autism	OI	Orthopedic Impairment
ED	Emotional Disability	SLD	Specific Learning Disability
EDP	Emotional Disability (Separate Facility, Private School)	SLI	Speech/Language Impairment
HI	Hearing Impairment	SMR	Severe Mental Retardation
MD	Multiple Disabilities	TBI	Traumatic Brain Injury
MDSSI	Multiple Disabilities Severe Sensory Impairment	VI	Visual Impairment
MIMR	Mild Mental Retardation	PSD	Preschool Severe Delayed (Charter Schools Not Eligible)
MOMR	Moderate Mental Retardation	PMD	Preschool Moderate Delayed (Charter Schools Not Eligible)
OHI	Other Health Impairment	PSL	Preschool Speech Language Delayed (Charter Schools Not Eligible)

11
 12 **Note:** PMD, PSL and TBI do not generate state add-on funding.

13
 14 **Traumatic Brain Injured (TBI)**

15 Students with TBI should be submitted to SAIS. In addition to the TBI entry, a separate
 16 entry showing the category that describes the service the student with TBI is receiving
 17 will ensure the district or charter receives both federal and state funds.

18

1 **Criteria for Students Who Are Classified As MD and MDSSI**

2 Per A.R.S. § 15-761

3
4 **MD** requires the following categories to co-exist:

- 5
- 6 • Two or more of the following: HI, MOMR, OI, VI
- 7 OR
- 8 • One of the above and one of the following: ED, EDP, MIMR, SLD
- 9

10 Subject to other existing rules and providing that this rule is met, any other category
11 may co-exist with MD.

12
13 **MDSSI** requires the following categories to co-exist:

- 14
- 15 • HI and VI
- 16 OR
- 17 • HI or VI and one of the following: A, EDP, MOMR, OI, SMR
- 18

19 Subject to other existing rules and providing that this rule is met, any other category
20 may co-exist with MDSSI.

21
22 The following categories cannot be submitted concurrently for any student:

- 23
- 24 ED and EDP
- 25 A and ED and/or EDP
- 26 MD and MDSSI
- 27 MIMR and/or MOMR and/or SMR
- 28

29 To be eligible for federal eligibility funding, preschool age students must be at least
30 three years of age by December 1st of the current school year and less than five years
31 of age on December 2nd of the current school year.

32
33 For state add-on funding, preschool age students must be at least three years of age
34 but have not reached the age required for kindergarten. [A.R.S. § 15-771(G)]

1 **SPED Ages**

2 Per A.R.S. § 15-901(A)(2)(b)(i)

3

4 **Preschool**

5 Minimum Age for Admission - 3 years of age by entry date

6 Special Underage Admission - entry date is within 90 days of 3rd birthday and
7 need is HI, VI, PSD, PMD, or PSL

8 Maximum Age for Admission - has not reached kindergarten age.

9 **Kindergarten**

10 Minimum Age for Admission - 5 years of age by September 1

11 Special Underage Admission - 5 years of age prior to January 1

12 Maximum Age for Admission - none

13 **1st to 12th Grades**

14 Minimum Age for Admission - 6 years of age by September 1

15 Special Underage Admission - 6 years of age prior to January 1

16 Maximum Age for Admission - last day of 21st year

17 **Ungraded Elementary**

18 Minimum Age for Admission - 5 years of age by September 1

19 Maximum Age for Admission - last day of 21st year

20 **Ungraded Secondary**

21 Maximum Age for Admission - last day of 21st year

22 **Entry Date**

23 This is the date the student began receiving special education services for the current
24 school year. The entry date is the first day of school or the date of initiation of services
25 for students receiving special education services. The entry date cannot be before July 1
26 of the current school year and the cut-off date for entering a student for state funding is
27 February 1st. However, students entering after February 1st must be entered on SAIS but,
28 will not be reflected on Student Count reports.

29 **Withdrawal Date**

30 The withdrawal date is the last date the student received special education services at
31 this location. If a student is leaving this school to attend another school, whether it is in
32 another district or is in the same district, the student should be withdrawn. If the
33 withdrawal date occurs after February 1st of the current school year, it must be entered
34 on SAIS but will not be reflected student count reports.

35 **District of Residence (DOR)**

36 For computation purposes, the District of Residence (DOR) is defined as the fundable
37 district. The DOR may be the same as the District of Attendance (DOA).

38

39

1 Special Education Service Exit Reasons

2

Code in transaction	Short Description	Description	Valid for pre-school	Valid for stated ages	Effective Dates
1	Transferred to Regular Education	Student was served in special education at the start of the reporting year, but at some point during the reporting year, returned to regular education as a result of having met the objectives of his/her IEP. This student no longer has an IEP and is receiving all of his/her educational services from a regular education program. NOTE: This student must be re-evaluated and determined no longer eligible for special education.	yes	all valid ages	<ul style="list-style-type: none"> starting FY2005 age/grade restriction specified through FY2004: no age or grade restrictions
2	Graduated with regular high school diploma	Student exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible.	no	ages 16-21 on Dec 1	<ul style="list-style-type: none"> starting FY2005 age/grade restriction specified through FY2004: no age or grade restrictions
3	Reached maximum age	Student exited special education because of reaching maximum age for receipt of special education services. This includes students with disabilities who reached maximum age and did not receive a diploma.	no	age >21 on Dec 1	<ul style="list-style-type: none"> starting FY2005 age/grade restriction specified through FY2004: no age or grade restrictions
4	Deceased	Student died.	yes	all valid ages	<ul style="list-style-type: none"> starting FY2005 age/grade restriction specified through FY2004: no age or grade restrictions

Code in transaction	Short Description	Description	Valid for pre-school	Valid for stated ages	Effective Dates
5	Moved, known to be continuing	Student moved out of the catchment area and is <i>KNOWN</i> to be continuing in another educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in a general education program. This includes transfers and students in residential drug/alcohol rehabilitation centers or correctional facilities.	yes	all valid ages	<ul style="list-style-type: none"> starting FY2005 age/grade restriction specified through FY2004: no age or grade restrictions
7	Dropped out	Student was enrolled at the start of the reporting year, was not enrolled at the end of the reporting period, and did not exit through any of the other basis described. This includes dropouts, runaways, GED recipients, expulsions, status unknown, students who moved and are not known to be continuing in another education program, and other exiters.	no	all valid ages	<ul style="list-style-type: none"> starting FY2005 age/grade restriction specified through FY2004: no age or grade restrictions
8	Transition to kindergarten	A child remains eligible and still receiving SPED services. A child transitions to kindergarten and continues to receive SPED services under different eligibility requirements.	yes	no	<ul style="list-style-type: none"> starting FY2005 age/grade restriction specified through FY2004: no age or grade restrictions

1 Type of Service Codes

2

Grade	Service Code	Description	State Funding Eligible	Federal Only: Resourced or Self-Contained	Federal Funding Eligible
all but PS	A	Outside Regular Class less than 21% of the day. This may include children placed in: regular class with special education/related services provided within regular classes; regular class with special education/related services provided outside the regular classes; regular class with special education services provided in resource rooms; or children with group B disabilities receiving ancillary services only.	yes	Resourced	yes
all but PS	B	Outside Regular Class for at least 21% but not more than 60% of the day. This may include children placed in: resource rooms with special education/related services provided within the resource room; or resource rooms with part-time instruction in a regular class.	yes	Resourced	yes
all but PS	C	Outside Regular Class for more than 60% of the day. This may include children placed in: self-contained special classrooms with part-time instruction in a regular class; or self-contained special classrooms with full-time special education instruction on a regular school campus.	yes	S-C	yes
all but PS	D	Public Separate Day School for greater than 50% of the school day. This may include children placed in: public day schools for students with disabilities; or public day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day.	yes	S-C	yes

1

Grade	Service Code	Description	State	Federal Only:	Federal
all but PS	E	Private Separate Day School at public expense for greater than 50% of the school day. This may include children placed in: private day schools for students with disabilities; private day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day; or private residential facilities if the student does NOT LIVE at the facility.	yes	S-C	yes
all but PS	F	Public Institutional Facility for greater than 50% of the school day. Receives education programs and lives in the public residential facilities during the week. This may include children placed in: public residential schools for students with disabilities; or public residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	no	S-C	Yes
all but PS	G	Private Residential Facility at public expense for greater than 50% of the school day - not on educational voucher. Receives education programs and lives in private residential facilities during the week. This may include children placed in: private residential schools for students with disabilities; or private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	yes	S-C	Yes
all but PS	H	Homebased/homebound/hospital program. Receives education programs in homebases/homebound/hospital environment that includes children with disabilities place in and receiving special education and related services in: hospital programs; homebound or homebased programs.	yes	Resourced	Yes

Grade	Service Code	Description	State	Federal Only:	Federal
all but PS	I	Services provided in a regular classroom. The only disability categories that can be reported here are MD, A, SMR, and OI.	yes	S-C	Yes
all but PS	J	Private School placement, enrolled by parent(s). Basic education is paid through private resources, for those determined to receive special education and related services but provided at public expense. This also includes children who are home schooled.	no	Resourced	Yes
all but PS	S	Regular Class with Supplemental Aids/Services. This includes children that do not receive direct special education instruction but who receive accommodations within the regular classroom. A special education teacher could also consult with regular education teacher.	yes	Resourced	Yes
all but PS	V	Private Residential Facility at public expense for greater than 50% of the school day - on educational voucher. Receives education programs and lives in private residential facilities during the week. This may include children placed in: private residential schools for students with disabilities; or private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	no	S-C	Yes

1
2
3
4
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6
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8

Note: Voucher students receiving services at The Arizona School for the Deaf and Blind (ASDB), the Cooperative programs of ASDB and The Phoenix Day School for the Deaf (PDS) will be reported by these institutions. These institutions will not be required to report a district of residence on the Special Education Census, and they may now utilize all service types that are appropriate for their students.

Preschool Information

Note: Preschool Information Does Not Apply to Charter Schools

Only the following categories can be used for preschool students with disabilities.

Abbreviation	Definition
PSD	Preschool Severe Delay
PMD	Preschool Moderate Delay
PSL	Preschool Speech Delay
VI	Visual impairment
HI	Hearing impairment

Only the following combinations of categories will be funded for preschool aged students:

PSD	PSD and VI	PSD and HI	PSD and VI and HI
PMD	PMD and VI	PMD and HI	PMD and VI and HI
PSL	PSL and VI	PSL and HI	PSL and VI and HI
	VI		VI and HI
	HI		HI and VI

1 Codes for Preschool Students

2

3 Use the following service type codes for Preschool students:

4

Grade	Serv. Code	Description	State Funding Eligible	Federal Only: Resourced or Self-Contained	Federal Funding Eligible
PS	A	Early Childhood Setting. All (100%) of special education and related services in educational programs designed primarily for children without disabilities. No special education or related services are provided in separate special education settings. This may include, but is not limited to special education and related services provided in: regular kindergarten classes; public or private preschools; Head Start centers; child care facilities; preschool classes offered to an eligible pre-kindergarten population by the public school system; home/early childhood combinations; home/Head Start combinations; and other combinations of early childhood settings.	yes	Resourced	Yes
PS	B	Part-time Early Childhood/Part-time Special Education. Receives special education and related services in multiple settings, such that: (1) special education and related services are provided at home or in educational programs designed primarily for children <i>without</i> disabilities, and (2) special education and related services are provided in programs designed primarily for children <i>with</i> disabilities. This may include, but is not limited to special education and related services provided in: home/early childhood special education combinations; Head Start, child care, nursery school facilities or other community-based settings and outside of the regular class combinations; separate school/early childhood combinations; and residential facility/early childhood combinations.	yes	Resourced	Yes

Grade	Serv. Code	Description	State Funding Eligible	Federal Only: Resourced or Self-Contained	Federal Funding Eligible
PS	C	Early Childhood Special Education Setting. All (100%) of special education and related services in educational programs designed primarily for children with disabilities housed in regular school buildings or other community-based settings. No special education or related services are provided in early childhood settings. This may include, but is not limited to special education and related services provided in: special education classrooms in regular school buildings; special education classrooms in child care facilities, hospital facilities on an outpatient basis, or other community-based settings; and special education classrooms in trailers or portables outside of regular school buildings.	yes	S-C	yes
PS	D	Public Separate Day School for greater than 50% of the school day. Receives all special education and related services in education programs in public day schools designed specifically for children with disabilities.	yes	S-C	Yes
PS	E	Private Separate Day School at public expense for greater than 50% of the school day. Receives all special education and related services in education programs in private day schools designed specifically for children with disabilities.	yes	S-C	Yes
PS	F	Public Residential Facility for greater than 50% of the school day. Receives all special education and related services in publicly operated residential schools on an inpatient basis.	no	S-C	Yes
PS	G	Private Residential Facility at public expense for greater than 50% of the school day. Not on permanent voucher. Receives all special education and related services in privately operated residential schools on an inpatient basis.	yes	S-C	Yes
PS	H	Home at least 360 minutes per week. Receives all special education and related services in the principal residence of the child's family or caregivers.	yes	Resourced	Yes

Grade	Serv. Code	Description	State Funding Eligible	Federal Only: Resourced or Self-Contained	Federal Funding Eligible
PS	J	Private School placement, enrolled by parent(s). Basic education is paid through private resources, for those determined to receive special education and related services but provided at public expense. This also includes children who are home schooled.	no	Resourced	Yes
PS	R	Reverse Mainstream Setting. Receives all special education and related services in educational programs designed primarily for children with disabilities but that include 50% or more children without disabilities.	yes	Resourced	yes
PS	S	Services at any other location for less than 360 minutes per week. Receives all special education and related services at a school, hospital facility on an outpatient basis, or other location for a short period. These services may be provided individually or to a small group of children. This may include, but is not limited to speech instruction up to 3/6 hours per week in a school, hospital, or other community-based setting.	no	Resourced	Yes
PS	V	Private Residential Facility at public expense for greater than 50% of the school day. On permanent voucher. Receives all special education and related services in privately operated residential schools on an inpatient basis.	no	S-C	Yes

1

2 **Certificate of Educational Convenience**

3 (CEC) (Charter Schools Not Eligible)

4

5 **CEC A**

6 A.R.S. § 15-825(A)

7

8 • Students who are precluded by distance or lack of adequate transportation from
9 attending a school within their own district.

10

11 • Students attending your district from unorganized territories.

12

13 These students are reported on your Special Education Census simply by placing an "A" in
14 the column marked "CEC A/B".

15

16

1 CEC B
2 A.R.S. § 15-825(B)

3
4 Students who reside in:

- 5
- 6 1. a state rehabilitation or corrective institution;
- 7
- 8 2. a foster home or child care agency or institution which is licensed and supervised by
- 9 the Department of Economic Security or Department of Health Services;
- 10
- 11 3. a residential facility operated or supported by the Department of Economic Security
- 12 or Department of Health Services;
- 13
- 14 4. a residence pursuant to the interstate compact on juveniles under the supervision
- 15 of the Department of Juvenile Corrections.
- 16

17 These students are reported on your Special Education Census simply by placing a "B" in
18 the column marked "CEC A/B".

19
20 Be sure to check with your attendance official or business manager to determine the status
21 of a particular student regarding a CEC. A student who is a CEC A or B will have a
22 certificate that is issued by a County School Superintendent. If your district does not have
23 a certificate, they cannot be reported on the Special Education Census as a CEC student.

24
25
26

1 **SPED Reports**

2 When your data has been submitted, you will be able to view the following reports on the
3 ADE Website at www.ade.az.gov/schoolfinance/ under Districts and Charters. It is to the
4 school's advantage to verify the accuracy of the reports submitted to ADE. Late
5 corrections could jeopardize your monthly equalization payments. All corrections need to
6 be submitted by the end of each month in order to be included in the following month
7 payment.

8
9 The following reports will be posted to your web page:

10
11 **SPED02-1:** The "Edit update" indicates which records were added, rejected, changed
12 or deleted. Rejected records need to be corrected and re-submitted via the
13 common logon.

14
15 **SPED04:** This report is a master file for all students reported on Special Education
16 Census by district of residence and district of attendance. This report
17 reflects all students with all the disabilities reported on the Census.

18
19 **SPED28:** Student Counts for Use in Budget Preparation. This report includes
20 unduplicated ADM counts by categories that are eligible for State Aid add-on
21 only. The report is posted on the website, one column for the 40th day
22 counts with an as of date of October 30th and one for the 100th day counts
23 with as of date of January 31st for Special Education add-ons.
24

25 The following reports will be posted on request only:

26
27 **SPED16:** This report has ADM counts for resident State Aid only. The report includes
28 by disability the ADM count by month. The year to date (YTD) totals in
29 October will be used for the 40th day and the January total will be used for
30 the 100th day and will be summarized on the SPED28 report.

31
32 **SPED22:** This report is a birthday exception listing. This report will indicate students
33 who are on the master file with the same birth date and different student
34 numbers. This report should be used to remove duplicate students.

35
36 **SPED08:** This report includes the number of students by Category/Age/Sex on a
37 control date of 12/01/FY or on 02/01/FY unduplicated by residence. This
38 report is mainly used for reporting a count to the Federal Government for
39 federal funding. This report will reflect an unduplicated head count of all
40 students reported on the Census.

41
42 **SPED06:** This report includes Category/Type/Provider/Level by district of residence.
43 If a student is on the master file in more than one category, only the record
44 with the highest weighted category will be shown.

45
46 **SPED10:** This report includes Students by Category/Ethnic/Sex by district of
47 residence.
48

49 The SPED06 and the SPED10 reports are usually needed when applying for some grants.

1 **Category and Weights**

2 Per A.R.S. § 15-943

3

MDSSI Multiple Disabilities Severe Sensory Impairment	7.947
OI (Self-Contained) Orthopedic Impairment	6.773
MD, A, SMR (Self-Contained) Multiple Disability, Autism, Severe Mental Retardation	5.833
VI Visual Impairment	4.806
MOMR Moderate Mental Retardation	4.421
MD, A, SMR (Resource) Multiple Disability, Autism, Severe Mental Retardation	6.024
EDP Emotional Disability Separate Facility, Private school	4.822
OI (Resource) Orthopedic Impairment	3.158
HI Hearing Impairment	4.771
ED, MIMR, SLD, SLI, OHI Emotional Disability, Mild Mental Retardation, Specific Learning Disability, Speech/Language Impairment, Other Health Impairment	0.003
PSD Preschool-Severe Delayed	3.595

4

5 *PSL, PMD AND TBI ARE NOT INCLUDED IN THE ABOVE LIST. THOSE CATEGORIES ARE
6 ONLY ELIGIBLE FOR FEDERAL FUNDING. THEY DO NOT GENERATE AN ADD-ON COUNT
7 FOR STATE FUNDING. STUDENTS REPORTED WITH CATEGORIES OF PSL, PMD AND TBI
8 MAY ALSO BE ELIGIBLE TO BE REPORTED UNDER OTHER CATEGORIES OF DISABILITY
9 WHICH DO GENERATE STATE FUNDING.

10

1 **Calculating 100th Day Add-On ADM for Special Education Students**

2
 3 Each student on the Special Education Census that is eligible for State Aid has an “Add-on”
 4 Average Daily Membership (ADM) calculated. The person responsible for your budget uses
 5 the Add-on ADM for budget preparation. The Add-on ADM is calculated using the Entry
 6 Date and Withdrawal Date (or Reclassification Date).

7
 8 For the December census, we calculate a 40th day Add-on ADM for use in budget
 9 preparation. The calculation is done the same way, but there are eight count periods from
 10 September 8th to October 30th. Each period is equal to .125, so if a student is there for all
 11 8 periods, the ADM will be 1.000 (8 x .125 = 1.000). If a student is there for less than eight
 12 of the 8 periods, the ADM will be less than a 1.000.

13
 14 For the Add-on ADM calculation, there are 20 periods of 5 days each between September
 15 8th and January 28th. The first period ends on September 8th, then the next three periods
 16 for the month end on the 14th, 21st and 28th. The next 16 periods fall on the same days,
 17 but are in October, November, December, and January. For each of the 20 periods that
 18 the student is enrolled, they earn a .05 ADM. If the student is on the Special Education
 19 Census for all 20 periods, the ADM will be 1.000 (20 x .05 = 1.000). If a student is entered
 20 on the Special Education Census after September 8th or is withdrawn before January 28th,
 21 the Add-on ADM will be less than 1.000.

22
 23 The following charts are helpful in determining the Add-on ADM for a student on the
 24 census.

25
 26 **Example**

27
 28 Johnny, who has a current evaluation, IEP and initial placement statement, was enrolled in
 29 the special education program on August 21, 2004. He remained in school for the entire
 30 year.

31
 32 The question we ask is, “was he here on each of these dates?”

33

	8	14	21	28
September	yes	yes	yes	yes
October	yes	yes	yes	yes
November	yes	yes	yes	yes
December	yes	yes	yes	yes
January	yes	yes	yes	yes

34
 35 The answer was yes in all 20 boxes; he was enrolled 20 out of 20 periods and should have
 36 an Add-on ADM of 1.000 (20 x .05 = 1.000).

37

1 If Johnny had entered the program on September 9th, his grid would look like this:
2

	8	14	21	28
September	no	yes	yes	yes
October	yes	yes	yes	yes
November	yes	yes	yes	yes
December	yes	yes	yes	yes
January	yes	yes	yes	yes

3
4 The answer was yes in 19 boxes; he was enrolled 19 out of 20 periods and should have an
5 Add-on ADM of .950 (19 x .05 = .950).
6

7 If Johnny had entered the program before September 8th but withdrew or was reclassified
8 on November 15th, his grid would look like this:
9

	8	14	21	28
September	yes	yes	yes	yes
October	yes	yes	yes	yes
November	yes	yes	no	no
December	no	no	no	no
January	no	no	no	no

10
11 His Add-on ADM would .500. He was there for 10 of the 20 periods (10 x .05 = .500).
12

13 Remember, a student must be on the census in all the categories he is receiving services
14 for, but is paid for in the highest paying category only. The students must be receiving
15 services in a type of service that is eligible for state-aid. A student who is receiving a type
16 of service that is eligible for federal funds only will not be included in ADM counts.
17

1 **English Language Learner Reports**

2
 3 The English Language Learner (ELL) report, previously known as Limited English Proficient
 4 (LEP) report, is designed to record the number of ELL students being served in an
 5 authorized ELL program. The count of students in the program is taken on: October 1st,
 6 December 15th, and February 1st of each school year.

7
 8 Each school submits language program participation transactions through SAIS. The
 9 transaction contains information about the type of program and the dates of entry to and
 10 exit from the language program. If the student is exiting the program, the exit reason is
 11 required.

12
 13 Essential to being included in the ELL count is membership in the school and a valid
 14 assessment. A child cannot be enrolled in the ELL program before they are enrolled in the
 15 school as a student and a child cannot remain in a program after they have withdrawn
 16 from the school.

17
 18 The valid programs that a student can participate in are:

19

A	Structured or Sheltered English Immersion (SEI)
B1	Bilingual/Dual Language with Waiver 1
B2	Bilingual/Dual Language with Waiver 2
B3	Bilingual/Dual Language with Waiver 3

20
 21 When a student is withdrawn, the transaction must include both the date and the reason.
 22 Valid reasons include:

23

1	Reclassified as FEP (Full English Proficient)
2	Withdrawn from the school
3	Withdrawn at a parent's request
5	Transferred to a different program
7	Reclassified due to IEP team decision

24
 25 The dates for entering and withdrawing from ELL programs must be within the school
 26 calendar year.

27
 28 The SDELL71 report will list all the students who are enrolled in the program. Students
 29 whose records have failed integrity will be listed first as Failed. The list is updated every
 30 time an ELL transaction for that school is submitted through Student Details.

31
 32 The district report, ELLS 10-1, lists the student count at each of the three count dates by
 33 grade. The average of the total number of students participating at each count date is
 34 listed at the bottom of the report. This number is used to determine the state funding
 35 level for the ELL program.

36
 37 The total number of students who are withdrawn or reclassified are also listed but the
 38 count includes only those students who were withdrawn or reclassified between October 1st
 39 and February 1st.

40

1 Students who enroll or withdraw after February 1st are not included on the report and are
2 not funded by the State of Arizona.

3
4 SAIS collects some information for federal reports but for fiscal year 2005, a separate
5 application is available for schools to enter the more comprehensive information required.
6 The application is named The Title III ELL Data Collection Tool. The information entered in
7 this application does not become part of SAIS and does not substitute for the data needed
8 on the ELL10-1 report.

9
10 *The Arizona Department of Education of the State of Arizona does not discriminate on the basis of race,*
11 *religion, color, national origin, sex, disability or age in its programs, activities or in its hiring and employment*
12 *practices. If you have questions or grievances related to this policy, please contact the Administrative Services*
13 *DAS at (602)542-3186.*